

## ENCLOSURE 3

### **Discussion and Sample Forms of the Sandbag Custodial and Use/Transfer Forms**

#### **A. Sandbag Custodial Receipt Form**

1. The *Sandbag Custodial Receipt form* serves as an acceptance on the part of the jurisdiction of the responsibility they are taking on as a custodian of the EMD-owned sandbags. It also serves as a reminder of the procedure and procedures that must be followed in order to use EMD-owned sandbags. This form must be filled out and signed by the Emergency Management Director or designee of the jurisdiction accepting custodial responsibility for the sandbags at the time of delivery of the sandbags to the custodial jurisdiction.
2. See the following page for a sample of this form.